



**NARFE FLORIDA, INC.
FISCAL POLICY
JUNE 1, 2015 through MAY 31, 2017**

Per our Bylaws, Article V, Section 3(c), a copy of the Fiscal Policy will be furnished to each Elected and Appointed Officer and each Member Chapter on the original publication, and on every occasion that an amendment to such Fiscal Policy is made, as well as inclusion in the Minutes of the Board when such amendments were authorized.

1. GENERAL

The rates listed below apply to elected and appointed officers unless otherwise specified herein or the NARFE Florida, Inc. Executive Board when travel is required to maintain the functions and operations of the organization. Approval will be delegated to the lowest level possible based on committee/chair oversight. Receipts for necessary postage, copying, supplies and other office expenses shall be submitted along with a MapQuest printout for mileage and other official duties using the Official Voucher Form. Checks for payment direct to a supplier or as reimbursement for items other than Official duty items shall be requested using the Check Request Form. Expense vouchers shall be submitted on a monthly basis.

- a. Only the Federation President has signature authority for all of NARFE Florida Inc. contracts.
- b. Travel by automobile will be reimbursed at a mileage rate of \$0.47 per mile or actual fuel costs. Travel outside the state will be at the lower of car mileage or commercial transportation. Trips of less than 50 miles round trip are not reimbursable.
- c. Actual meal expenses for approved travel will be reimbursed not to exceed \$50.00 per calendar day. Receipts are required for authorized singular meal expenses exceeding \$15.00 and for all other travel expenses.
- d. Actual lodging costs will be reimbursed when authorized. Lodging cost for NARFE Florida, Inc. conventions and district annual meetings will be reimbursed at the negotiated rates only.
- e. All Executive Board members are expected to attend all Executive Board Meetings. Appointed officers may attend at Federation expense only at the invitation of the President, usually when there is an agenda item pertaining to their field of specialty, or there is a report to be made. Every effort will be made to schedule their participation early in the session, so they may avoid second night expenses. The President may invite other persons to participate in

federation functions. Rules a, b, and c above will govern payment of their expenses. Past Presidents and Chapter members in good standing are invited to all Executive Board meetings, at their own expense.

f. Expenses of spouses are not reimbursable.

g. The certified Parliamentarian will be reimbursed in accordance with their contract as negotiated by the President.

h. NARFE Florida, Inc. may present a memorial, not to exceed \$100.00, upon the death of a current or former federation or National Officer. This may be in the form of flowers, or as a donation to a charity, organization, or other as designated by the wishes of the family. Spouses of the above will be honored in the same manner, with expenditures limited to a maximum of \$50.00.

i. A balance of \$2,000.00 will be maintained in the NARFE Florida Inc. Convention account as start-up funds for the next convention.

j. NARFE Florida, Inc. withholds the administrative expenses of fund raising of these particular line items: Alzheimer's and FEEA effective June 1, 2013.

k. Alzheimer's donations made by chapters shall be disbursed by the Treasurer according to their designation on the Alzheimer's Donation Form. Administrative expenses will be included within NARFE Florida, Inc. annual budget. The net profit of any Alzheimer's fundraiser and any interest from the Alzheimer's bank account will be donated to an Alzheimer's charity recommended by the Alzheimer's chairperson and approved by the Executive Board.

2. ELECTED EXECUTIVE BOARD MEMBERS

a. NARFE Florida, Inc. will pay expenses incurred by Executive Board Members for the NARFE Florida, Inc. Convention. These expenses include registration fees, mileage, actual lodging expenses not to exceed the convention hotel negotiated rate, and actual meal costs not to exceed \$50.00 per calendar day, except on convention days with planned evening functions when meal reimbursement will be limited to \$75.00 per calendar day. Hotel lodging expenses will be approved by the President for reimbursement to members of the Executive Board, the District Vice Presidents and Appointed Officers as required at the designated convention hotel ONLY. Executive Board members are expected to attend official functions at convention banquets and will be reimbursed at banquet rates. Those not attending planned banquets will be limited to the \$50.00 per day convention meal reimbursement schedule.

b. Expenses incurred by District Vice Presidents for chapter visits, round table and President's meetings are reimbursable within budgeted amounts.

c. The Secretary, Treasurer, and Automation Chair will each receive an annual draw of \$400.00 to be paid in May for reimbursement of expenses that are hard or impracticable to quantify or document. Should the Secretary, Treasurer, or Automation Chair be unable to perform their duties the full year, the draw shall be prorated.

d. NARFE Florida, Inc. will reimburse the President and/or the President's designee, for expenses incurred when attending a National Conference or Convention, not to exceed \$1,500.00 or an amount as determined by the Executive Board. Reimbursement for attendance at a NARFE National Convention will not exceed \$1,500.00.

3. APPOINTED OFFICERS/POSITIONS

With approval of the President, Appointed Officers and others who are not elected officers of the Federation will be reimbursed for expenses incurred to conduct NARFE Florida Inc. business (Executive Board Meeting, Convention and District Annual Meetings). Their expenses are governed by Part 1 and Part 2a, to include mileage, per diem, lodging and other related expenses.

4. DISTRICT ANNUAL MEETINGS AND SPECIAL INVITATIONS

a. The President or the President's designee is expected to attend all District Annual Meetings. The President may approve exceptions.

b. If the District Vice President requests an elected or appointed NARFE Florida Inc. officer to attend a District Annual Meeting, prior approval of the President is required. The requested individual must have an active role in the meeting.

c. NARFE Florida Inc.'s annual budget provides funds to defray the cost of the District Annual Meeting. Each District Vice President is entitled to an advance of \$300.00 to assist in the expenses (room rental, postage, copying, supplies, etc.) of the District Annual Meeting. The Check Request Form will be used for this advance and sent to the NARFE Florida Inc. Treasurer. Any overages may be covered by funds budgeted for the District Vice President. At the conclusion of the meeting, the District Vice President will submit receipts for the advance and return any unused funds back to the Treasurer. With prior approval of the President, Elected and Appointed Officers will be reimbursed for their expenses to attend a District Annual Meeting.

d. The President may approve reimbursement of expenses by Elected and Appointed Officers who attend special functions held by individual Chapters such as anniversaries. The reimbursements will be limited to no more than two elected and/or appointed officers.

5. EXCEPTIONS

a. Expenses incurred not otherwise discussed above may be submitted to the President for review and approval.

b. The Executive Board may waive any or all of the above rules.

Jane C. Lemley
President

Pamela Busch

Pamela Busch
Secretary

Publication date: